##### APPLICATION FOR APPROVAL OF DANGEROUS GOODS TRAINING PROGRAMS

|  |
| --- |
| **Instructions:**   1. The form once completed should be returned to the DCA. 2. Failure to complete this form in full may result in a delay in processing the application. 3. The issuing of this form does not in itself constitute an approval of the training program. |

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Name of Operator: | Date Submitted: |
| Title of training program: | |
| Type of submission  Initial Submission  Amendment | Prior Approval Number (If applicable) |
| Type of program  Initial  Recurrent  Initial and Recurrent  Other (specify) | How the training is to be delivered  Classroom Delivery  Home Study  Computer Based Training (CBT)  Other (specify) |
| **Category of personnel who will use the training program**  01 - Shippers and persons undertaking the responsibilities of shippers  02 – Packers  03 - Staff of freight forwarders involved in processing dangerous goods  04 - Staff of freight forwarders involved in processing cargo, mail or stores (other than dangerous goods)  05 - Staff of freight forwarders involved in the handling, storage and loading of cargo, mail or stores  06 - Operator's and ground handling agent's staff accepting dangerous goods  07 - Operator's and ground handling agent's staff accepting cargo, mail or stores (other than dangerous goods)  08 - Operator's and ground handling agent's staff responsible for the handling, storage and loading of cargo, mail or stores and baggage  09 - Passenger-handling staff  10 - Flight crew members and load planners  11 - Crew members (other than flight crew members)  12 - Security staff who deal with the screening of passengers and their baggage and cargo, mail or stores | |

|  |
| --- |
| Please ensure that;   * Every page is identified with a page number, a date and a revision number. * There is a list of effective pages * All the applicable training references are inscribed on the "Training Program Reference" column of the form. If the topic is not applicable "N/A" should be inscribed. * All student hand-outs exams, answer sheet, correctors and marking details are included. * The passing grade is mentioned. * A copy of all audio-visual (transparencies, PowerPoint & movies) is included. * If the program is a Computer Based Training (CBT), submit either the scenario or a copy of the computer program. * If the program is a Home Study, submit the form use by the trainee to attest that he / she have completed the training. * Provide login and password for DCA inspector (if applicable). |

| **Aspects of transport of dangerous goods by air with which they should be familiar, as a minimum** | **1** | **2** | | **3** | | **4** | | **5** | | **6** | | **7** | | **8** | | **9** | | **10** | | **11** | | **12** | | **Training program reference (page or**  **section)** | **FDG** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **General Philosophy** | | | | | | | | | | | | | | | | | | | | | | | | | |
| General applicability (ICAO TI 1;1) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |
| Definition of Dangerous Goods  (ICAO TI 1 ;3.1) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |
| State and Operator Variations  (ICAO TI Attachments 3) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |
| Unit of Measurements (ICAO TI 1;  3.2) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |
| **Limitation of Dangerous Goods on Aircraft** | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dangerous goods Forbidden for Transport by Air under any  circumstances (ICAO TI 1;2.1) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |
| Exceptions for Dangerous Goods of the Operator (ICAO TI 1;2.2) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |
| Dangerous Goods in airmail  (ICAO TI 1 ;2.3) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |
| Dangerous Goods in Excepted  Quantities (ICAO TI 1 ;2.4) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |
| Dangerous Goods in Limited  Quantities (ICAO TI 1 ;2.5) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |
| **General Requirements for Shippers** | | | | | | | | | | | | | | | | | | | | | | | | | |
| General (ICAO TI 5;1.1) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |
| General provision for Class 7 (ICAO TI 5;1.2) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |
| Information to employees (ICAO TI 5;1.3) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |
| Training (ICAO TI 5;1.4) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |
| Salvage packaging (ICAO TI 5;1.5) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |
| Empty packaging (ICAO TI 5;1.6) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |
| Mixed packing ((ICAO TI 5;1.7) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |
| **Classification** | | | | | | | | | | | | | | | | | | | | | | | | | |
| Classes and divisions (ICAO TI Introductory Chapter, point 2) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |
| Complete List of Classes, divisions and definitions (ICAO TI 2;1 to 2;9) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |
| Packing Groups (ICAO TI  Introductory Chapter, point 2) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |
| UN Numbers and Proper shipping name (ICAO TI Introductory Chapter, point 3) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |
| Classification of Substances and Articles with Multiple Hazards (ICAO TI Introductory Chapter, point 4 and table 2-1) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |
| Transport of samples (ICAO TI Introductory Chapter 5) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |
| Mixtures and solution containing one or more dangerous substances  (ICAO TI 3;1.3) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |
| Forbidden dangerous goods entries in the Dangerous Goods List (ICAO TI 3;2.1.1 and Note 1) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |
| Special provision entries in the Dangerous Goods List (ICAO TI 3;3 and Table 3-2) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |
| Quantity Limitations for types of aircraft (ICAO TI 3;2.1) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |
| Dangerous goods in limited quantities (ICAO TI 3;4) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |
| **List of Dangerous Goods** | | | | | | | | | | | | | | | | | | | | | | | | | |
| Arrangement of the Dangerous Goods List (ICAO TI 3;2.1 and Table 3-1) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |
| Method of using the Dangerous Goods List for articles or substances specifically listed by  name (ICAO TI 3;1.1.2) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |
| **Labelling and marking** | | | | | | | | | | | | | | | | | | | | | | | | | |
| Package markings (ICAO TI 5;2) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |
| Labelling (ICAO TI 5;3) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |
| Over packs (ICAO TI 5;1.1 and 5;2.4.9) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |
| Handling Labels (ICAO TI 5;3.5.2) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |
| **Packing Requirements** | | | | | | | | | | | | | | | | | | | | | | | | | |
| General packing requirements (ICAO TI 4;1 and 4;2) |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |
| Types of packaging (ICAO TI 1;3.1, 2 ;7.2, 2;7.7 and 2;7.9) |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |
| Marking of packaging other than inner packaging (ICAO TI 5;2 and 6;2) |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |
| Different substances packed together (ICAO TI 4;1.1.7 and 4;1.1.8) |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |
| Over packs (ICAO TI 1;3.1 and 5;1.1) |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |
| Packing Instructions (ICAO TI 4;3 to 4;11) |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |
| Use of the packing instructions in conjunction with the Dangerous  Goods List (ICAO TI 4;2) |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |
| **Dangerous goods transport document and other relevant documentation** | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dangerous goods transport  document (ICAO TI 5;4.1) |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |
| Certification (ICAO TI 5 ;4.1.6) |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |
| Infectious substances (ICAO TI 5;4.1.5.6) |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |
| Air Waybill information (ICAO TI 5;4.2) |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |
| Additional documentation for other than radioactive material (ICAO TI 5;4.3) |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |
| **Recognition of undeclared dangerous goods** | | | | | | | | | | | | | | | | | | | | | | | | | |
| Provision to aid recognition of undeclared dangerous goods (ICAO TI 7;6) |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |
| **Storage and loading procedures** | | | | | | | | | | | | | | | | | | | | | | | | | |
| Loading restrictions on the flight deck and on passenger aircraft  (ICAO TI 7;2.1) |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |
| Loading of incompatible dangerous goods and segregation (ICAO TI 7;2.2 and Table 7-1) |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |
| Loading of packages containing liquid dangerous goods (ICAO TI 7;2.3) |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |
| Loading and securing of dangerous goods (ICAO TI 7;2.4) |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |
| **Acceptance Procedures** | | | | | | | | | | | | | | | | | | | | | | | | | |
| General inspection requirements before acceptance (ICAO TI 7;  1.1.1) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |  | |  |
| Inspection for documentation, retention of document, marking, labelling, no leakage and integrity is not compromised (ICAO TI  7;1.1.2) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |  | |  |
| Special Responsibilities – infectious Substances (ICAO TI 7;1.2) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |  | |  |
| Acceptance Checklist (ICAO TI 7;1.3) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |  | |  |
| Cargo Acceptance Procedures  (ICAO TI 7;1.4) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |  | |  |
| Undeliverable consignments of radioactive material (ICAO TI 7;1.5) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |  | |  |
| Damaged Packages of dangerous goods (ICAO TI 7;2.5) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |  | |  |
| Replacement of labels (ICAO TI 7;2.6) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |  | |  |
| Identification of unit load devices containing dangerous goods (ICAO  TI 7;2.7) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |  | |  |
| Stowage of toxic and infectious  substances (ICAO TI 7;2.8) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |  | |  |
| Handling and Loading of Radioactive Material (ICAO TI 7;2.9) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |  | |  |
| Loading of magnetized materials (ICAO TI 7;2.10) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |  | |  |
| Loading of dry ice (ICAO TI 7;2.11) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |  | |  |
| Loading of expandable polystyrene beads (ICAO TI 7;2.12) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |  | |  |
| Handling of self-reactive substances and organic peroxides (ICAO TI 7;2.13) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |  | |  |
| Inspection for damage or leakage (ICAO TI 7;3.1) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |  | |  |
| Damaged or leaking packages of radioactive material contaminated  packaging (ICAO TI 7;3.2) |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  | |  | |  |
| **Pilot’s Notification** | | | | | | | | | | | | | | | | | | | | | | | | | |
| Information to Pilot-in-Command (ICAO TI 7;4.1) |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |
| Information by Pilot-in-command in case of In-Flight Emergency (ICAO TI 7;4.3) |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |
| Information by Operator in case of an Aircraft Accident or Incident (When dangerous goods are on  board) (ICAO TI 7;4.6) |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |
| **Provisions for Passengers and Crew** | | | | | | | | | | | | | | | | | | | | | | | | | |
| Information to passengers (ICAO TI 7;5.1) |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |
| Passenger check-in procedures (ICAO TI 7;5.2) |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |
| List of general descriptions to aid recognition of undeclared dangerous goods (ICAO TI 7;6) |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |
| Dangerous goods carried by  passengers or crew (ICAO TI 8;1.1) |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |
| **Emergency Procedures** | | | | | | | | | | | | | | | | | | | | | | | | | |
| Definition of dangerous goods accident and incident (ICAO TI 1;3.1) |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |
| Reporting of dangerous goods accidents and incidents (ICAO TI 7;4.4) |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |
| Reporting of undeclared or mis- declared dangerous goods  (ICAO TI 7;4.5) |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |
| Emergency response information (ICAO TI 7;4.8) |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |

***Note***: The dangerous goods activities of the operator and individual employee(s) will dictate the amount of information needed in the training curriculum and the duration of the training program

##### Declaration and Signature

The information given in this application form is correct to the best of my knowledge and belief.

Applicant's Name: Date:

Signature:

|  |  |  |  |
| --- | --- | --- | --- |
| **Observation/Findings** | | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
| Name & Title of Inspector: | | | Date: |
| Telephone: | | Fax: | Email: |